



United States Court of Appeals for the Fourth Circuit
Notice of Vacancy
Judicial Assistant

Announcement #: 11-2016-JA-AVA

Appointment: Permanent/Fulltime

Location: Alexandria, VA

Salary Range: JSP 10 (\$58,844– \$76,498). Salary is commensurate with experience, qualifications, and education.

Closing Date: Open until filled. To ensure consideration, submit required application documents by December 2, 2016.

Position Description

A United States Circuit Judge on the Court of Appeals for the Fourth Circuit is seeking qualified applicants for a full-time Judicial Assistant. This position is responsible for the daily operation of judicial chambers and provides administrative support to the judge. The ideal candidate will display initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, excellent organizational skills, and a strong work ethic.

Representative Duties

A Judicial Assistant serves as an office manager for chambers, overseeing daily operations and relieving the judge of the responsibility of routine office matters and supporting the chambers' staff as required. Representative duties include, but are not limited to, the creation and maintenance of files and databases; assistance in guiding opinions through the editing process; the preparation and sending of correspondence; the preparation of reports and other legal materials; overseeing daily upkeep and maintenance of the office, including the acquisition of supplies and equipment; receiving, screening, and referring phone calls, mail, and in-person visitors; assisting the judge in committee and extra-judicial work; making travel arrangements and preparing travel reimbursements for the judge and staff; maintaining the judge's calendar; and serving as liaison to all other court support units on behalf of the judge.

Qualifications and Requirements

High school graduate, Bachelor's degree preferred; two years administrative or executive assistant experience that provided a good knowledge of office administration practices such as filing, telephone usage, and typing; five years of any relevant experience that involved responsibility as the principal office assistant to a supervisor dealing with law-related or court-related matters; good communication skills, both verbal and written; very strong computer skills, including a proficiency in Microsoft Word, Excel, and Windows and preferably including familiarity with Lotus Notes and the federal courts' Case Management/Electronic Case Files (CM/ECF) or Pacer electronic docketing systems; administrative and organizational skills; interpersonal skills; proficiency in grammar, spelling, punctuation, and proofreading; professionalism, discretion, integrity, and judgment; an ability to manage multiple priorities with conflicting deadlines; proficiency in office protocols and administrative practices such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone usage, supply requisition, and equipment maintenance.

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment** located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov** (single PDF document preferred). Please include the title of the position in the subject line and the source of the announcement in the cover letter. Applicant materials submitted in addition to the required documents will not be considered. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Employee Benefits

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan).

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to position is provisional pending suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees of the United States Court of Appeals are “Excepted Appointments” and considered “At-Will,” and therefore serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

The Court reserves the right to modify the conditions of this job, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The United States Courts are an Equal Opportunity Employer.